

Symposium Scheduling Instructions

In order to schedule the abstracts in your symposium, you will need to do the following:

- Review the abstracts
- Create sessions
- Assign abstracts to sessions
- Schedule abstracts in the sessions
- Assign session chairs
- Schedule sessions through the week

Review the Abstracts

1. Login to the abstract system and click the general session link to see all of your submitted abstracts.
2. Click the link for an individual abstract to review it.
3. Discuss with your co-organizers any relevant criteria for your review process.
4. If you wish to reject an abstract, you may select and submit the “Rejected” rating/review at the bottom of the abstract page.
5. If any abstracts need to be transferred to another symposium, please contact the ECS meetings staff.

Create Sessions

1. When you are ready to schedule, click the “Symposium Builder” link on the left side of your home screen.
2. Once the Symposium Builder tool is open, click the + icon in the top bar to create a new session for your symposium. You will need to enter the following information:
 - a. Session name
 - b. Session type (oral or poster)
 - c. Estimated session attendance
3. Create all the sessions that you anticipate needing, including a poster session. You may edit an existing session by using the pencil icon.

Assign Abstracts to Sessions

1. Once your sessions have been created, begin moving the submitted abstracts to the appropriate session.
2. From the Symposium Builder tool, click the row entry for the unassigned abstracts. This should display the unscheduled submissions at the bottom of the screen. Note that the requested presentation type (oral or poster) is displayed here.
3. You can use the checkboxes on an abstract row to select abstracts to move. Once you have selected them, click the arrows icon to transfer the selected abstracts.
4. Once you have assigned all of the abstracts to sessions, click the “View Sessions” link on the left side to begin scheduling them.

Schedule Abstracts in the Sessions

1. From the View Sessions screen, click the entry for a session to see all of the abstracts in it.
2. Unless you indicate otherwise, the default length of time for each abstract is 20 minutes. There is a “Special Duration” text box for each abstract row where you can enter an alternate duration.

3. The order displayed is the order the abstracts will be presented in. You can alter the abstract order by changing the number in the “Order Within Group” box.
4. You can also see if a presenter requested an oral or poster presentation. You may use the “Transfer” checkboxes for an abstract (along with the dropdown menu at the bottom of the screen) to move it to a different session if need be.
5. If you wish to add any nontechnical items to the schedule (coffee breaks, introductory remarks, discussions, etc.), click the “Add Non-paper Events” link. You can then create a new item that can be scheduled along with the technical presentations.
6. Once all of the abstract durations have been set and they are in the desired order of presentation, note how long it will run for.
7. Before finishing here, you *MUST* add session chairs.

Assign Session Chairs

1. With the exception of poster sessions, it is recommended that there be at least two chairs per session.
2. It is extremely important that you obtain the consent of any potential chairs before entering their name as such.
3. To assign your chairs in the system, click the “Add Session Chair” link.
4. You will be able to look people up by either name or email and select them to be a chair.

Schedule Sessions through the Week

1. In order to complete your schedule, you will need to reopen the Symposium Builder tool.
2. At the top of the page, click the “Not Scheduled” button for a session.
3. In the new window, pick a preferred date, along with a start and end time for each session. When you are done, click the “Submit Information” button.
4. On the Symposium Builder screen, click the refresh arrow icon in the top bar to see the new schedule. Repeat this until all sessions have been scheduled.
5. Remember that *ALL* schedules are merely *REQUESTED* days and times. They will still need to be evaluated based on room inventory and potential content conflicts before any schedules are confirmed.

Once you have finalized your entire schedule make sure to let the ECS meetings staff know of this and also send in a list of any invited/keynote presentations so that they may be marked as such in the final meeting program.